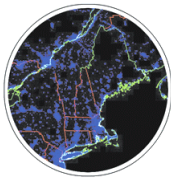


United States Environmental Protection Agency
New England Region

HEALTHY URBAN COMMUNITIES GRANT PROGRAM APPLICATION GUIDANCE FY 2002

*“Working With New England’s Urban Communities
To Improve The Quality Of Life
And The Environment”*



Smart Growth Strategies
for New England



2002 Healthy Urban Communities Grant Information Sessions

The U.S. EPA New England will sponsor two telephone Information Sessions to provide applicants assistance with the One Page Project Summary grant application. The conference calls are an opportunity to get more information about the EPA programs working in urban areas across New England and the grant application process as well as practical tips on how to prepare a strong application. Participation is optional, but RSVPs are required.

Calls will be held on:
April 25, 2002 (9:00 am - 11:00 am)
AND
May 2, 2002 (1:00 pm - 3:00 p.m.)

To register for one of the conference calls, please forward your completed registration form to:
Sandra Padula, U.S. EPA New England, One Congress Street, Suite 1100, Mail Code (CPT), Boston, MA 02114-2023. You may also fax your registration to (617) 918-1505. Instructions will be sent to you once your registration form is received. **The deadline to RSVP is Tuesday, April 23, 2002.** If you have questions or concerns please contact Sandra Padula at (617) 918-1797.

Healthy Urban Communities Grant Program Information Session - Registration Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email address: _____

Please select one of the following options for conference call participation:

_____ I want to participate on a Conference Call Information Session on
April 25, 2001 from 9:00 am - 11:00 am

_____ I want to participate on a Conference Call Information Session on
May 2, 2001 from 1:00 pm - 3:00 pm
HEALTHY URBAN COMMUNITIES GRANT PROGRAM
APPLICATION GUIDANCE
FY 2002

Introduction

United States Environmental Protection Agency (EPA) New England is pleased to announce its new Healthy Urban Communities Grant Program. The Healthy Urban Communities Grant Program joins together three EPA New England programs – Urban Environmental Program, Smart Growth, and Children’s Environmental Health to combine available resources and best identify competitive projects that will achieve measurable environmental and public health results in urban areas across New England. In order to maximize our use of limited funding resources and reduce the amount of time required for applicants to prepare proposals, eligible applicants are invited to submit a One-Page Summary Outline to EPA New England for funding consideration under this new grant program. Based on the quality of the submissions, approximately 30-40 finalists will be invited to submit full project proposals for review. The Healthy Urban Communities Grant Program anticipates awarding approximately 10-15 grants from these full applications.

The Healthy Urban Communities Grant Program is EPA New England’s key grant program to support the creation of healthy, livable, and safe urban communities through restoration and revitalization, smarter patterns of growth, protecting children’s health, and improving the quality of life and public health for residents. This guidance outlines the purpose, goals, and general procedures for application and award under the Healthy Urban Communities Grant Program. One-Page Summary Outline proposals must be **postmarked by or be received at EPA New England via facsimile no later than May 10, 2002**. If your One-Page Summary is selected, you will be asked to submit a full proposal. The completed full application package must be mailed to EPA New England and **postmarked no later than June 21, 2002**. See Section V for detailed information on how to apply. Grants may be requested for amounts from \$5,000 - \$30,000 for one to two year periods starting October 1, 2002. Although the project period can last up to two years, the total amount requested for federal resources cannot exceed \$30,000. This grant program is intended to provide seed money to leverage a broader public and private investment in the creation of healthy, urban communities in the urban areas in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. As a result, the program encourages, but does not require, a non-federal match of 20 % of the total budget (including the amount requested from EPA New England). Eligible applicants include non-profit organizations (e.g. grassroots and/or community-based organizations), local government, academic institutions, Indian Tribes, and state and regional agencies based and working in urban areas in the New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

This guidance includes the following information:

Section I.	Background
Section II.	What Projects Can Be Funded?
Section III.	Who Can Apply For Funding?
Section IV.	Grant Application Amounts & Project Partners
Section V.	How to Prepare & Submit the Grant Application
Section VI.	Structuring the Proposal Narrative
Section VII.	What Criteria Will Be Used to Evaluate an Application
Section VIII.	Project Period & Reporting Requirement
Section IX.	Examples of Potential Projects
Section X.	Expected Timeline for Reviewing and Awarding Grants
Attachment A:	Application Forms
Attachment B:	One Page Summary Outline
Attachment C:	Healthy Urban Communities Project Schedule Form
Attachment D:	Sample Budget Detail
Attachment E:	Check List of Required Materials

Section I. Background

In urban areas throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead paint to rats on vacant lots to asthma from poor air quality. Cumulatively, the effects of these hazards on urban residents and high risk populations such as children and the elderly are compounded by issues including environmental injustice, limited economic development opportunities, and social ills. This results in disproportionate health risks to residents and stress on the quality of the air, water, and land in urban neighborhoods. In order to maximize effectiveness and resources, three EPA New England programs that are working in urban areas across New England states have joined forces to achieve measurable results. EPA New England's Urban Environmental Program (formerly the Urban Environmental Initiative), Smart Growth Program, and Children's Environmental Health Program will jointly review and select competitive projects.

The Urban Environmental Program has worked since 1995 to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems including lead poisoning, asthma and indoor air quality, ambient air quality, open space and green space, vacant lots, environmental justice, and urban rivers and wetlands in the targeted New England cities. The Smart Growth program recognizes that most land use decisions are made at the local level but effective partnerships are required to improve the quality of life for residents throughout New England and help communities and regions develop or redevelop in more livable ways. The Children's Environmental Health Program was launched in EPA New England to respond to children's special vulnerability to environmental problems, and coordinates a campaign called Children First aimed at creating healthier environments in the places children spend most of their time -- at home, in schools and outdoors.

The Urban Environmental Program, Children's Environmental Health Program, and Smart Growth Program work in partnership with urban communities to create a better future and a better quality of life for residents in New England by:

- Protecting environmental quality and preserving green spaces.
- Easing traffic congestion by expanding use of alternative transportation and improving on existing transportation systems and highway planning.
- Reducing environmental health risks especially for children and elderly citizens.
- Protecting, revitalizing, restoring and improving urban neighborhoods.
- Encouraging compact, transit-oriented development and redevelopment.
- Enhancing a sense of community and fostering civic involvement.
- Supporting economic development that does not compromise environmental quality and/or public health.
- Educating local residents on critical environment and public health issues and building local capacity to solve environment and public health problems.

The EPA will implement this program consistent with the principles of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (February 11, 1994). Projects funded must ensure that no one is subjected to unjust or disproportionate environmental impacts, and that problems are not shifted from one area to another. More information on each program's activities, projects, partners, program, and progress to date is available via the Internet at: www.epa.gov/region01.

Section II. What Projects Can be Funded?

The Healthy Urban Communities Grant Program seeks to fund projects that are in or benefit low-income, diverse neighborhoods in urban areas in the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. For the purposes of this grant program, "urban" refers to a city or community which has a population of at least 35,000 people according to 2000 Census data. Projects that benefit many urban areas across the New England Region or in several different cities or states are also eligible for consideration. Below are the cities that are eligible for this competitive grant program:

Connecticut: Bridgeport, Bristol, Danbury, East Hartford, Enfield, Fairfield, Greenwich, Groton,

Hamden, Hartford, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, Norwalk, Norwich, Shelton, Southington, Stamford, Stratford, Torrington, Wallingford, Waterbury, West Hartford, and West Haven

Maine: Lewiston and Portland

Massachusetts: Arlington, Attleboro, Barnstable, Beverly, Billerica, Boston, Brockton, Brookline, Cambridge, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Framingham, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Marlborough, Medford, Methuen, New Bedford, Newton, Peabody, Pittsfield, Plymouth, Quincy, Revere, Salem, Somerville, Springfield, Taunton, Waltham, Westfield, Weymouth, Woburn, and Worcester

New Hampshire: Concord, Manchester, and Nashua

Rhode Island: Cranston, East Providence, Pawtucket, Providence, Warwick, and Woonsocket

Vermont: Burlington

In addition to focusing on urban cities across New England, the Healthy Urban Communities Grant Program seeks to prioritize its limited resource to service the needs of low-income, diverse neighborhoods within each city. All urban areas face a myriad of environment and public health problems, yet oftentimes it is the most diverse and lowest income residents that suffer the most. EPA New England is committed to promoting and supporting Environmental Justice which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including any racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

The Healthy Urban Communities Program seeks to fund projects in low-income, diverse urban neighborhoods in New England's larger cities that achieve measurable environmental and public health results in one or more of the following areas:

Environmental Health - Projects that focus on reducing and/or preventing childhood lead poisoning; reducing and/or preventing childhood asthma and asthma triggers; reducing childhood exposure to one or more toxins (PCBs, dioxins, mercury, lead, pesticides, etc.); and promoting healthy homes and healthy schools.

Capacity Building on Environmental and Public Health Issues - Projects that increase state, community, and neighborhood access to information, dialogue, and use of data (GIS mapping, risk evaluation, risk mitigation, etc); holding community training events; and increasing citizen involvement in addressing environmental and public health issues (topics may include environmental justice, indoor/ambient air quality, lead, asthma, pesticides, transportation, urban rivers/wetlands, environmental design, open/green space, and/or vacant lots).

Preserving & Restoring Urban Natural Resources and Open/Green Space - Projects that create community gardens and/or support urban agriculture; return open space and vacant lots to safe, productive use; increasing community access to urban rivers and other urban natural resources; pollution prevention efforts that reduce trash and/or prevent illegal dumping; and protecting and enhancing public open/green space (greenways, school yards, pocket parks, etc.)

Urban Development & Redevelopment - Projects that encourage urban smart growth, reduce sprawl, and/or encourage neighborhood sensitive re-use of vacant lots and/or open space; community involvement development and redevelopment projects; promoting smarter and greener development and redevelopment planning, design or implementation of practices; and reducing the environmental and public health impacts of redevelopment projects.

Urban Transportation & Mobility - Projects that increase pedestrian friendly and bike friendly routes or

transportation systems (bike paths, etc.); increase efficiency, access and/or use of public transportation; support alternative modes of transportation; reducing the environmental impacts of motorized transit; reduce and/or eliminate traffic in neighborhoods; reduce reliance and use of motorized vehicles; and reduce the number of motorized vehicle miles traveled.

Funds should support activities to restore or revitalize the environment, education, outreach, training, organizing or community planning activities. Funds may be used to complement programs of construction or medical treatment. For example, educational outreach to parents of children at risk for lead poisoning that encourages lead screening can be funded, but lead screening itself could not be funded. In addition, funds are available for community planning, workshop design and organizing that develops a process and achieves some element of restoration or revitalization of an environmental asset, such as contaminated land, wetlands or wilds, or a riparian area.

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes, (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding, or (4) solicitation of private funds.

Applicants should be aware that proposals submitted under this or any other EPA grant program are subject to the Freedom of Information Act (FOIA). This means that anyone can request and receive copies of all the information submitted in your grant proposal. If your application contains any confidential business information, be sure to highlight it so the confidentiality can be protected in the event of a FOIA request.

Section III. Who Can Apply for Funding?

Eligible applicants include non-profit organizations (e.g. grassroots and/or community based organizations); local government, state or regional agencies; academic institutions; and Indian Tribes working in urban areas in the New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Private businesses, federal agencies, and individuals are not eligible to be grant recipients; however, they are encouraged to work in partnership with eligible applicants on projects. The Healthy Urban Communities Grant Program will consider funding an educational institution or municipal agency if it seeks funding to support a project with substantial community involvement and leverages resources from other municipal or private sources. Organizations excluded from applying directly are encouraged to work with eligible applicants to develop proposals that include them as participants in the project.

Non-Profit Status: Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3) or 501(c)(4); however they must present their letter of incorporation or other documentation demonstrating their non-profit or not-for-profit status. This requirement does not apply to public agencies or federally-recognized Indian tribes. Failure to enclose the letter of incorporation or other documentation demonstrating non-profit or not-for-profit status will render full proposal submissions incomplete and they will not be reviewed. Applicants who do have an IRS 501(c)(4) designation are not eligible for grants if they engage in lobbying, no matter what the source of funding for the lobbying activities. No recipient may use grant funds for lobbying. For-profit enterprises are not eligible to receive sub-grants from eligible recipients, although they may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

Section IV. Grant Application Amounts & Project Partners

Grants may be requested for amounts from \$5,000 to \$30,000 per proposal. Applicants may submit multiple proposals, but each proposal must be for a separate and distinct project. No organization may receive funding for more than one proposal each year. This program is intended to provide seed money to leverage a broader public and private investment in creating healthy, urban communities. As a result, the program encourages, but does not require, a non-federal match of at least 20 % of the **total** budget (the total budget includes EPA's share). EPA encourages applicants to leverage as much as possible on federal resources and views matching resources as a measure of community support and an indication of the possible longevity of the project. The match can come from a variety of

public and private sources, and can include in-kind goods and services. No federal funds, however, can be used as matching funds without specific statutory authority (e.g. HUD's Community Development Block Grants can be used as a match).

In-Kind Contributions: In-kind match is a non-cash contribution to a project such as volunteered services, and donated supplies (e.g. can include use of equipment, office/meeting space, printing). These "in-kind contributions" can be counted toward the demonstration of strong partnerships through providing resource support. Volunteered services may include a bookkeeper's maintenance of a group's financial records and preparation of required financial reports or an auditor's review of a group's financial records. Applicants must place a reasonable monetary value on in-kind contributions and include them in the budget. Applicants must be prepared to document in-kind contributions in your records should your organization be awarded a grant. Rates for volunteer services must be consistent with rates in your community for similar services and may not include fringe benefits, overhead, or profit. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that match partners contribute can be counted toward match only if they are for costs that EPA can fund. If a project is funded, applicants and their match partners are subject to audit to ensure that all costs are appropriate. If costs are ineligible or the grantee cannot properly document match dollars, the grantee will be liable for the disallowed costs.

Section V. How to Prepare & Submit A Grant Application

The Healthy Urban Communities Grant Program requires a One-Page Project Summary Outline for pre-proposals. The format for the One-Page Project Summary Outline is located in Attachment B of this grant application guidance. This is the only information that is required for the pre-proposal stage. The One-Page Project Summary Outline should describe your project and which of the Healthy Urban Communities Grant Program objectives it meets (i.e., environmental health, capacity building on environmental and public health issues, preserving and restoring urban natural resources and open/green space, urban development & redevelopment, and urban transportation and mobility). Identify your goals and how you will meet them. Explain the expected measurable environmental and public health results or improvements from your project. See the Project Summary outline in Attachment B for more details and the appropriate format. **Sending additional pages of information and/or materials will render a pre-proposal ineligible and it will not be reviewed.** Applicants should follow the format provided in Attachment B and should use no less than .75 inch margins and no smaller than 10 point font. The one-page, single-sided pre-proposal must be **postmarked or be received at EPA New England via facsimile no later than May 10, 2002.**

If your One-Page Summary is selected, you will be asked to submit a full proposal, and the full application package must be mailed to EPA New England and **postmarked no later than June 21, 2002.** To qualify, your full grant application package must include the following elements:

- (1) Completed Application Forms (see Attachment A for Standard Forms 424, 424A and 424B)
- (2) One Page Project Summary (see Attachment B)
- (3) Five page Proposal Narrative
- (4) Healthy Urban Communities Grant Program Project Sheet (see Attachment C)
- (5) Budget Detail Sheet with match information, if any (see sample in Attachment D)
- (6) Documentation demonstrating non-profit or non-for-profit status
- (7) Resumes of up to three key project staff
- (8) Letters of Commitment from project partners (if the project involves partners)

Proof of Non-Profit Status: All applicants, except public agencies, municipalities, and Federally-recognized Indian Tribes must attach documentation demonstrating non-profit status or articles of incorporation. For more information, see Section III titled: **Who is Eligible to Apply for Funding?** Applications without this documentation will not be considered.

Commitment Letters: Letters of commitment from all partners collaborating on this project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your proposal, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters can be addressed either to the applicant or to EPA New

England. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role the project partner will play in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. **Applications for projects that have listed partners but do not include commitment letters from every listed project partner will be ineligible.** Please do not send letters of general support from non-match partners or others not directly involved in the project; they will not be used in the evaluation and review process.

Proposal Narrative: The project proposal including the proposal narrative, program evaluation, and a narrative discussion of the budget, is limited to five pages. **Exceeding this five page limit will make the application ineligible.** A One-Page Project Summary, detailed schedule, and budget (see attachments for required formats) must also be submitted for each application and is **not** considered part of the five page limitation. The budget narrative must clearly explain the use of funds and include a brief statement of other resources identified to assist with the project. This should include monetary, in-kind and projected continuation funding. It is not necessary to have secured follow on funding. However, it is necessary to identify prospects for ongoing funding and a strategy for program continuation. The narrative should follow the format outlined in Section VI.

EPA New England does not allow covers, binders, or folders to be used for full grant applications. Proposals should be submitted on 8 ½ by 11 recycled paper, ideally double-sided. Please use no smaller than 10 point font type and set page margins to no smaller than .75 inches all around.

Send the original and (2) two copies of the completed grant application package to: Sandra Padula, Healthy Urban Communities Grants Program, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023. **One page Summary Outline proposals must be postmarked by or received via facsimile no later than May 10, 2001. If your organization is invited to submit a full proposal, the full application package must be mailed to EPA New England and postmarked no later than June 22, 2001. All full proposal applications must be postmarked, and facsimile copies will not be accepted.**

In order to answer any questions you may have, the Healthy Urban Communities Grant Program will sponsor two telephone conference calls to address questions on before the One page Summary Outline Proposals are due. Training sessions for the One-Page Summary Outlines are scheduled for **April 25, 2002 (9:00 am - 11:00 am) and May 2, 2002 (1:00 pm - 3:00 pm).** **The training sessions are optional, but RSVPs are required.** After finalists are selected, the Healthy Urban Communities Grant Program will host additional training sessions for finalists on **June 3-5, 2002.** More detail on these training sessions for finalists will be provided in letter form after May 17 2002. Please see the last page of this grant guidance for more details and registration information for the first two conference calls.

Section VI. Structuring the Proposal Narrative

The proposal narrative for the full proposal should describe your organization and the proposed project, answering as many of the following questions as possible. It may **not** be longer than five pages of text; these five pages may be on either single-sided or double-sided sheets of paper. Proposal narratives shorter than five pages are acceptable. Please use the same question headings that are written in **bold** to organize your written proposal. Your proposal should answer the questions outlined below and be responsive to the application guidelines. Review of grants will be based on their satisfaction of the grant criteria detailed in Section VII titled **“What Criteria Will Be Used to Evaluate an Application?”**.

The Organization

- Who are you?
- When were you organized?
- What are the issues you are addressing?
- What are your goals?
- What have you accomplished in pursuit of these goals?
- How does the project you are proposing fit into your organization's mission and other efforts?

- Why are you the right group to do the work you are proposing?

The Project

- Describe your project and which of the Healthy Urban Communities goals and objectives the project meets.
- How will this project improve the environment and/or public health?
- Describe the urban community this project will serve. (Address the cultural, linguistic and economic reality of your target population.)
- Why is your organization working in this urban community and how will you involve residents?
- Why is this approach particularly effective with this urban community?
- Complete the following statement:
“Examples of our success in conducting environmental clean-up, urban revitalization, community education or mobilization programs, etc. are...”
- Are there other organizations working on this issue in your urban community?
- How is this project different from what is already being done, and can it serve as a model?
- Will this project be complementary to ongoing efforts?
- Who will direct this effort?
- Why do you have confidence in their leadership?
- What other groups will you work with on this project (other community groups, local government agencies, universities, religious organizations, volunteer groups, health department and/or health centers) and how will you work together?
- What is the partner(s) level of involvement on this project?

Program Implementation (Urban Healthy Communities Project Schedule – Attachment C)

- Please address the following questions by completing the Urban Healthy Communities Project Schedule form in Attachment C.
- How will you implement your program?
- What is your schedule for completing project deliverables?
- Please identify your target audience. How many people/residents/etc. will you train, reduce, conduct, etc.? By when?

Program Evaluation

What level/type of evaluation will you incorporate in your project plan? EPA is interested in a method or process which will provide data to assess the effectiveness of a particular education, outreach, training, organizing, environmental clean-up or green space development strategy etc. The method for collecting or tracking your data will depend on the specifics of your project. For one group, administering a pre- and post- survey to train participants may be appropriate, while another group may choose to document pre and post project changes in the physical environment, or incidents of environmental degradation such as illegal dumping, or growth in job creation and compensation resulting from the project. The results of the evaluation are important because the data will give project staff direct feedback from project participants.

You will no longer have to wonder about the impact your work is having, but will have concrete answers to questions such as: (1) Are we reaching our target group? (2) Have our environmental clean-up, restoration education, outreach, or training, efforts had any effect on the lives of our target group? (3) Has our project efforts resulted in community improvements in environmental health, urban air and water quality, or urban vacant lot/green spaces? From the perspective of the Healthy Urban Communities Grant Program, the evaluation component serves to: (1) offer model strategies that have been shown to be effective and sustainable in a particular community, and (2) reinforces the importance of continued support of community-based environmental protection efforts that have proven to be effective.

- How will you evaluate your work?
- How will you determine if your objectives are being met?
- Complete the following statement:

“To document that this project has been effective, we plan to ...”

[It is understood that some measurable objectives require cooperation of other parties or may require a longer period than the grant cycle. You should outline measures that show how you are working to influence partners and where you expect to be by the end of the grant cycle.]

- Will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)?
- Will you re-contact all or some of those you've worked with to see if your assistance has made a difference?

Budget

Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. Allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, “Cost Principles for Non-profit Organizations,” and A-21 “Cost Principles for Education Institutions,” and A-87 “Cost Principles for State, Local, and Indian Tribal Governments.” Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, rental of office space, etc., as long as these are “necessary and reasonable.” Entertainment and providing food are examples of unallowable costs.

- What are the project expenses for the period for which you are requesting funding by budget category (See Attachment D for sample)?
- Which expenses are related to the evaluation (staff time devoted to surveying or analysis should be specified as well as any purchased evaluation assistance).
- How much funding will you need from the Healthy Urban Communities Grant Program?
- Where will you get the remaining funds for the project? Please include both received and anticipated funds.
- How will you continue work after the grant period?

VII. What Criteria Will be Used to Evaluate an Application?

The mission of the Healthy Urban Communities Grants Program is to facilitate support the creation of healthy, livable, and safe urban communities through restoration and revitalization, smarter patterns of growth, protecting children’s environmental health, and improving the quality of life and public health for urban residents. The proposed project must meet at least one out of the eight statutory threshold determinations described below:

Clean Air Act Section 103(b)(3)	Clean Water Act Section 104(b)(3)
Resource Conservation and Recovery Act Section 8001	Toxics Substances Control Act Section 10
Safe Drinking Water Act Sections 1442(a)(b)	Federal Insecticide, Fungicide, and Rodenticide Act Section 20
National Environmental Education Act Section 6	Pollution Prevention Act Section 6605

In making selections, factors including geographic diversity, project diversity, costs, commitment and resources leveraged through project partners (i.e. matching resources, if any), and project transferability or replicability may be considered. Proposals will also be evaluated against the five selection criteria outlined below.

CRITERION ONE: Healthy Urban Communities (35 points)

Extent to which the proposed program will result in measurable improvement to the environment or improved public health, provide services, technical assistance, holistic education and outreach, effective planning, or increased employment in environmental fields or new commercial/green businesses in targeted neighborhoods and

communities in urban, suburban, and rural areas and addresses the following goals (proposals need not meet every goal):

- **Environmental Health** - Projects that focus on reducing and/or preventing childhood lead poisoning; reducing and/or preventing childhood asthma and asthma triggers; reducing childhood exposure to one or more toxins (PCBs, dioxins, mercury, lead, pesticides, etc.); and promoting healthy homes and healthy schools.
- **Capacity Building on Environmental and Public Health Issues** - Projects that increase state, community, and neighborhood access to information, dialogue, and use of data (GIS mapping, risk evaluation, risk mitigation, etc); holding community training events, increasing citizen involvement in addressing environmental and public health issues (topics may include environmental justice, indoor/ambient air quality, lead, asthma, pesticides, transportation, urban rivers/wetlands, environmental design, open/green space, and/or vacant lots).
- **Preserving & Restoring Urban Natural Resources and Open/Green Space** - Projects that create community gardens and/or support urban agriculture; return open space and vacant lots to safe, productive use; increasing community access to urban rivers and other urban natural resources; pollution prevention efforts that reduce trash and/or prevent illegal dumping; protecting and enhancing public open/green space (greenways, school yards, pocket parks, etc.)
- **Urban Development & Redevelopment** - Projects that encourage urban smart growth, reduce sprawl, and/or encourage neighborhood sensitive re-use of vacant lots and/or open space; community involvement development and redevelopment projects; promoting smarter and greener development and redevelopment planning, design or implementation of practices; and reducing the environmental and public health impacts of redevelopment projects.
- **Urban Transportation & Mobility** - Projects that increase pedestrian friendly and bike friendly routes or transportation systems (bike paths, etc.); increase efficiency, access and/or use of public transportation; support alternative modes of transportation; reducing the environmental impacts of motorized transit; reduce and/or eliminate traffic in neighborhoods; reduce reliance and use of motorized vehicles; and reduce the number of motorized vehicle miles traveled.

In addition to these goals, please consider the following questions in your proposal:

- What environmental, economic, and community problem(s) does the proposal address and how will it address them?
- What type of development or change is desired, what is driving current patterns of development, and what needs to be changed?
- How do the solutions proposed illustrate a comprehensive approach to smart growth? Does the proposal offer a locally and regionally appropriate solution that does not shift the problem to another area or create new problems as a result?
- What percentage of the population in the affected community or region will benefit from this project and how will they benefit?
- How will the project ensure that development or economic activities do not degrade the environment?
- How does the proposal represent new steps for the community or region?
- What other projects, if any, does your proposal relate to and build upon?

CRITERION TWO: Measurable Results (25 points)

This section of the proposal should seek to measure both quantitative and qualitative results, and the following questions should be considered:

- What are the measurable and achievable short term (less than three years) and longer term targets that will be used to measure the proposal's contribution to creating healthy urban communities?
- **For Planning or Visioning Proposals:** once a plan or vision is developed, what next steps will be taken to ensure the plan or vision is implemented? How will the plan or vision's contribution to healthy urban communities be measured?
- How will needed changes to the project be identified and incorporated in an ongoing basis?

CRITERION THREE: Community Involvement & Effective Partnerships (20 points)

Extent to which the target urban community or communities will be principally involved in the development and management of the project. Demonstration that the project includes specific ways to empower the community to be active in addressing the project goals. Extent to which the applicant will be partnering with other local stakeholders including local government, the private sector, academia, medical establishments or others. Commitment letters from project partners will be reviewed as part of the evaluation process.

Please consider the following questions:

- How do your **partners** represent those in the community who have an interest in or will be affected by the project?
- What methods will be used for community involvement to assure that **all** affected by the project are provided an opportunity to participate? How will you ensure that no one is subjected to unjust or disproportionate environmental burdens as a result of the project?
- If applicable, under what specific legal and regulatory authority - local, state, or Tribal - will the proposal be implemented?
- What tasks will your partners be responsible for as part of your proposal and what commitments have they made to ensure the project's success (i.e. staff time, in-kind resources, or any matching funding)?

CRITERION FOUR: Critical Need & Potential for Sustainability (10 points)

Extent to which funding is a critical resource to start or maintain a program that the organization will sustain beyond the EPA grant period. Please consider the following questions:

- What is the long-term commitment to the project and can it serve as a model for others?
- How critical is this funding to the success of the project proposal?
- Have you explored other funding resources to support this project?
- After funds from EPA are exhausted, how will the work continue?

CRITERION FIVE: Evaluation (10 points)

Extent to which proposed program includes an evaluation component that demonstrates the effectiveness of the

proposed project goals and outcomes.

- After the project is completed, how will these results be measured and used to demonstrate that your goals have been met and tasks completed?
- How will you share the experiences gained during the project with other communities?

VIII. Project Period & Reporting Requirement

Activities must be completed and funds spent within the time frame specified in the grant award, usually one year. However, the Healthy Urban Communities Grant Program will consider project periods of up to two years in duration, but total federal resources requested cannot exceed \$30,000. Project start dates will depend on the grant award date, but will generally begin October 1, 2002.

All recipients must submit quarterly reports and final report for EPA Project Officer approval. Specific report requirements (e.g., Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate and disseminate grantee's final reports to serve as model programs.

IX. Examples of Potential Projects

The following are examples of the types of projects EPA would consider for funding under the Healthy Urban Communities Grant Program. These examples are illustrative only, and are not intended to limit proposals in any way.

- Development and implementation of a multi-lingual educational and outreach program that addresses asthma triggers & lead poisoning prevention and identifies possible mitigation measures for children.
- Develop a template or model for innovative land use techniques such as trading of development rights, designed to make it easier for communities to site development in suitable areas and protect important natural resources.
- Create a coalition of civic, business, community, and environmental interests to develop and implement an economic development plan in conjunction with strategic environmental and public health protection efforts
- Implementation of a project to identify priority environmental concerns in a community and develop strategies to restore and revitalize the environment
- Development and implementation of a holistic approach in presenting and communicating risk to local urban residents and target populations on multiple exposure pathways for environment and public health hazards (i.e. activity-based, media-based, or place-based).
- Facilitating productive dialog among the New England states and across disciplines regarding asthma tracking and surveillance and the development of healthier school and home environments.
- Building state or local capacity to decrease lead poisoning and/or asthma rates, particularly in high risk communities.
- Conducting outreach and education activities that result in better outcomes or improved health or leading to a reduction in the use of toxic chemicals in areas where children spend their time (home and/or school) and reduce childhood exposure to harmful chemicals (i.e. pesticides).
- Increasing access and use of public transit systems, reducing dependency/use of motorized vehicles, and increasing use of efficient technologies to reduce vehicular and bus emissions in urban areas.

- Adoption of smart growth principles and practices into urban development and redevelopment projects.
- Conducting an education and outreach campaign in low-income, minority urban neighborhoods on vehicle idling, asthma, and ambient air quality.

X. Expected Timeline For Reviewing and Awarding Grants

April 17, 2002 Healthy Urban Communities Grant Program Application Guidance is released.

April 18, 2002 to May 10, 2002 Eligible grant recipients develop and complete their Pre- Applications.

April 25, 2002 (9:00am - 11:00am)
May 2, 2002 (1:00pm - 3:00pm) Healthy Urban Communities Grant Program Information Sessions via conference call. The conference call is open to any interested applicant to review criteria and answer questions before preparing the One Page Summary Outline Proposal. See the second page of this document to RSVP for conference calls.

May 10, 2002 One-Page Summary Outline Proposals must be postmarked by this date and mailed to Sandra Padula, Healthy Urban Communities Grant Program, EPA New England, 1 Congress Street, Suite 1100, Mail Code (CPT), Boston, MA 02114-2023 or received via facsimile at (617) 918-1029.

May 10, 2002 to May 16, 2002 One-Page Summary Outline Proposals are evaluated.

May 17, 2002 Selected finalists will be notified via telephone and invited to submit a full proposal. Formal letters will be sent out to all applicants to notify them of the status of their One-Page Summary Outline Proposals.

May 18, 2002 to June 21, 2002 Finalists develop and complete their full applications.

June 21, 2002 Full applications must be postmarked by this date. No facsimile copies will be accepted.

June 3- 5, 2002 Training sessions will be hosted for finalists to answer questions about preparing the full proposal. The locations of the sessions will be decided after the finalists are notified and more details will be provided to finalists in their notification letter.

June 22, 2002 to July 1, 2002 Full Applications are reviewed and evaluated.

July 2, 2002

Applicants will be contacted by EPA if their application is being considered for funding. Some applicants may be asked to make revisions to their proposed project work plans. Finalists from Rhode Island, Maine, and New Hampshire will need to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process.

July 16, 2002

Finalists must submit all required materials for proposed project.

August - September 2002

EPA expects to formally announce 2002 Healthy Urban Communities Grant Program Recipients.

Attachment B

Healthy Urban Communities Grant Program Project Summary Outline (One Page)

I. APPLICANT INFORMATION

Organization Name:

Project Title:

Address:

City/State/Zip:

Project Contact Name(s):

Telephone/Fax:

Email Address:

II. SUMMARY BUDGET & PROJECT PARTNER INFORMATION

Dollar Amount Requested from EPA

Dollar Amount of Matching Funds (if any)

Dollar Amount of Total Project Budget (EPA + match, if any)

Match as a Percentage of Total Budget (if any)

List of Organizations Partnering On The Project (if any)

III. PROJECT SUMMARY INFORMATION

A. Briefly Summarize The Proposed Project:

[Clearly describe what problem(s) your proposal seeks to address, your project goals, tasks, why your organization & partners are appropriate for this work, and a description of the target audience or community the project will serve.]

B. How Will The Target Healthy Urban Communities Grant Program Issue(s) and Priorities Be Addressed?:

[Describe which issue or issues your project will address: Environmental Health, Capacity Building on Environmental and Public Health Issues, Preserving & Restoring Urban Natural Resources and Open/Green Space, Urban Development & Redevelopment, and Urban Transportation & Mobility. Describe expected short term measurable results, both in terms of environment and/or public health improvements.]

Attachment C

Healthy Urban Communities Grant Program Project Schedule

Organization Name:

Project Title:

<i>Project Deliverables</i>	<i>Contact Person (per Task)</i>	<i>Time (Month, Year)</i>	<i>Deliverables</i>
Objective # 1:			
1. Tasks Required	Key Contact	October - November, 2002	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	December 2002	2. Deliverable
Objective # 2			
1. Tasks Required	Key Contact	January 2003	1. Deliverable
2. Tasks Required	Key Contact	February - March 2003	2. Deliverable
3. Tasks Required	Key Contact	April 2003	3. Deliverable
Objective #3			
1. Tasks Required -Subtasks	Key Contact	May - June 2003	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	July - September 2003	2. Deliverable
			3. Deliverable
			4. Deliverable
Objective #4			
1. Tasks Required	Key Contact	September 2003	1. Deliverable

Attachment D

SAMPLE BUDGET DETAIL

<u>Expenditures</u>	<u>Total Project Budget</u>	<u>Amount from EPA Grant</u>	<u>Other Resources (Cash or in kind if any)</u>
<i>1. Personnel</i>			
0.5 FTE Community Outreach Worker @ \$10.00/hr	\$ 4,400.00	\$4,400.00	
0.2 FTE Project Coordinator @ \$12.00/hr	2,400.00	2,400.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>1,200.00</u>	<u>1,200.00</u>	
	8,000.00	8,000.00	
<i>2. Fringe Benefits at 17%</i>			
0.5 FTE* Community Outreach Worker @ \$10.00/hr	\$ 748.00	\$ 748.00	
0.2 FTE Project Coordinator @ \$12.00/hr	408.00	408.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>204.00</u>	<u>204.00</u>	
	1,360.00	1,360.00	
<i>3. Travel</i>			
Local Travel @ \$0.26/mile	\$ 800.00	\$ 800.00	
<i>4. Equipment **</i>			
Audio Visual and Projector Rental	\$2,100.00		\$2,100.00
Typewriter/PC	<u>800.00</u>	\$ 800.00	
	2,900.00		
<i>5. Supplies</i>			
Paper	\$ 250.00	\$ 250.00	
Pencils/Pens	100.00		\$ 100.00
Folders	<u>150.00</u>		<u>150.00</u>
	500.00		250.00
<i>6. Other</i>			
Printing	\$ 750.00	\$ 500.00	\$ 250.00
Postage	900.00		900.00
Telephone	<u>630.00</u>	<u>630.00</u>	
	2,280.00	1,130.00	1,150.00
<i>7. Contractual ***</i>			
XYZ Research/Evaluation Company	\$2,360.00	\$2,360.00	
ABC Engineering Company	<u>1,800.00</u>	<u>900.00</u>	900.00
	4,160.00	3,260.00	
Total	\$20,000.00	\$15,600.00	\$4,500.00

* FTE - Full Time Employee

** Equipment must be for this project and carefully justified in the budget narrative.

*** Specify in budget narrative how contractual funds will be used.

Attachment E

Check List of Required Materials for Full Proposal:

- _____ Completed Application Forms (424, 424A and 424B)
- _____ One Page Project Summary (Attachment A)
- _____ Project Proposal which includes the proposal narrative, program evaluation and budget narrative (no more than five pages).
- _____ Healthy Urban Communities Project Schedule (Attachment C)
- _____ Budget Detail (Attachment D for sample)
- _____ Proof of non-profit or not-for-profit status.
- _____ Letters of commitment from all project partners. Letters must specify the nature and match (if any) and must commit the organization's availability to the project.
- _____ Up to three (3) resumes for key project staff. Resumes must be one page in length.